

REQUEST FOR PROPOSALS

TITLE: North Carolina Comprehensive Statewide Bicycle and Pedestrian Transportation Plan

USING AGENCY: North Carolina Department of Transportation
Bicycle and Pedestrian Transportation Division

ISSUE DATE: March 15, 2012

SUBMITTAL DEADLINE: April 5, 2012 at 12:00 PM

ISSUING AGENCY: North Carolina Department of Transportation,
Technical Services Division – Professional Services Management Unit

This Request for Proposals (RFP) is to solicit responses from qualified firms to provide professional consulting services to develop a comprehensive statewide bicycle and pedestrian plan for North Carolina. Qualifications will be determined based on information provided in the RFP.

The Department requests services be performed by a landscape architect led multi-disciplinary team, composed of landscape architects, engineers, planners and others with planning and design experience in bicycle and pedestrian facilities and systems, outdoor recreation, complete streets, pedestrian access to transit, ADA, health impact assessments, natural environment conservation, bicycle routing, safe routes to schools, GIS and web tool applications, communications and public involvement, and with State and National bicycle and pedestrian policies and laws.

RFP's should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the RFP should be sent as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your RFP is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the Firm's Name, and "RFP for NC Comprehensive Statewide Bicycle & Pedestrian Plan."

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

RFP's SHALL be received electronically **no later than 12:00 P.M., April 5, 2012.**

SCOPE OF WORK

The Division of Bicycle and Pedestrian Transportation at the North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a consultant team to develop a comprehensive statewide bicycle and pedestrian transportation plan for North Carolina. The current plan has been successful in guiding the development of the biking and walking environment throughout the State for over 15 years; however, recent policy and organizational changes along with an increasing and diversifying population who require varied transportation alternatives dictates the need for an update to the State's plan. A key element of this planning effort will be recommendations to update and expand bike routes for the existing 3,000-mile statewide bicycle route system developed in the 1970's.

Purpose and Intent

The North Carolina Statewide Bicycle and Pedestrian Transportation Plan (Plan) will guide NCDOT in developing and implementing policies, programs, and projects to increase opportunities for walking and bicycling that expand mobility, increase safety and improve health for all non-motorized travelers across the State. The Plan will focus on bicycling and walking as a basic means of transportation; while recognizing their value in terms of public health, economic development, recreation and tourism. An update of the 1996 plan, the Plan will bring together the needs and aspirations of local communities - placing special emphasis on state facilities and the bicycle route system update, for which design and maintenance are the responsibility of NCDOT.

The Plan will be developed through broad-based public outreach and involvement taking place over a 12-month period. NCDOT is developing The Plan in collaboration with several partner state agencies and non-governmental entities who have committed specialized expertise and resources to the process.

Public Engagement

The Plan will be prepared through a comprehensive public outreach program, which will be a major component of the plan development. The outreach program is to involve the development of a Plan Steering Committee and committee participation and meetings, public meetings, focus groups, other outreach meetings, intra-agency coordination, project newsletters, and the development and maintenance of a project website to solicit input and monitor plan development. (See meeting listing below).

The public involvement process will engage the three regions of the state (mountains, central and eastern) and will involve outreach to staff of MPOs / RPOs, advocacy and special interest groups, individuals with special transportation needs (including the handicapped, the elderly and those without vehicles), and traditionally underserved populations, transit agencies, public health officials, staff from towns and cities, chambers of commerce, among others.

In addition, meetings will be held with various units/divisions within NCDOT to identify opportunities for project and program collaboration, including joint-funding, with divisions and units within the agency. The public involvement process will be enhanced by the incorporation

of findings from public input received through the statewide bicycle / pedestrian safety summit, held in 2010, as well as applicable input from stakeholder engagement from the 2040 plan.

Meetings and Other Communication Efforts

- Management committee – will include manager-level representatives from partner state and federal agencies, including DOT, DENR & State Parks, DHSS, Education, FHWA, etc.
- Steering committee – will include DBPT staff, Highway Divisions, MPOs / RPOs, bike / pedestrian advocacy groups, municipal and county representatives, etc.
- Public meetings around the state
- Outreach efforts through telephone, email, surveys, focus groups, and other informal settings will also be explored with transit agencies, the public health community, individuals with special transportation needs, and other relevant groups.

In addition, meetings will be held with various units / divisions within NCDOT to identify opportunities for project and program collaboration, including joint-funding, with divisions and units within the agency.

Program Review

Review of existing NCDOT educational, encouragement and enforcement programs and efforts, and identification of other programs and efforts that may be explored to enhance safety and health of the biking/walking environment. This includes, but is not limited to, other education and outreach efforts of the North Carolina Department of Health and Human Services, the Department of Commerce, and the Department of Environment and Natural Resources, as well as those similar efforts carried out by Non-Governmental Organizations (NGO's).

Key Elements of The Plan will include:

Division Guidance

Development of vision, goals, and action strategies for bicycle and pedestrian planning in North Carolina, to be used by NCDOT to guide bicycle and pedestrian division initiatives and program.

Benefits Research

An overview of the benefits of and demand for bicycling and walking and the health and livability characteristics associated with it. Identify any approaches for quantifying the benefits of bike and pedestrian facilities, such as the potential economic, health, and safety impacts.

Best Practices Application

Identification of best practices, including programs, projects, initiatives, policies, and laws of other states. A primary outcome of this effort will be to incorporate into the Plan, researched work and best practices from other states that are appropriate and applicable to North Carolina.

Policy Framework

A comprehensive inventory and summary of existing laws, agency policies, and other initiatives that encourage or impede bicycling and walking in the State of North Carolina, with recommendations related to laws, policies, and other initiatives that can better encourage bicycling and walking. In addition, include a synthesis of results from a recent state level policy analysis by public health practitioners. This analysis defines specific state-level policy issues that relate to the development of a built environment that supports active transportation, as well as recommendations on methods of promoting physical activity through land use and transportation planning. A prominent part of the plan update will be influenced by the 2009 adoption of the State's Complete Streets policy and the completion of the Complete Streets Planning and Design Guidelines in 2012.

Plan Context

A summary of the state of bicycle and pedestrian planning in North Carolina, including a listing of the bicycle and pedestrian plans completed across the state, at the local and regional level, as well as relevant information on bicycle and pedestrian transportation included in larger comprehensive plans, and in local/county/state health plans and assessments.. This will include building on NCDOT-funded and administered municipal bike and pedestrian plans and regional bike plans. This will further involve the incorporation of policies and modal needs/funding estimates identified in the State's 2040 Transportation Plan update. A review of various other plans from state agencies, including state park and conservation plans, for specific recommendations on active transportation. Also, documents, research, and mapping prepared by bicycle and pedestrian special interest and advocacy groups will be reviewed.

User Profile and Performance Measures

Summary of North Carolina profile for pedestrian / bicycle transportation (mode share, bicycle and pedestrian crashes, and other data). Comparison of North Carolina's overall state metrics with other states, as well as comparison of metrics for the largest North Carolina cities with others around the country. Establishment of performance measures and target for North Carolina, including number and type of existing and potential users, bicycle/pedestrian mode share, bicycle and pedestrian crashes. Strategies for how to improve performance statewide through various policies, projects and programs built on current strategic prioritization work in the development of LOS measures for determining 10-year needs. In addition, a broad set of metrics should be developed for the state, including health, conservation, and economic development.

Needs Identification

Identification of the most important needs and improvements for each region, as provided through input from regional representatives during the outreach process. Needs identification will also incorporate findings from the State's strategic prioritization process and 2040 Plan update, as well as from the various groups identified during the public participation process. Available community health assessments, on the local, county or regional level, will be synthesized to identify target areas with health concerns, and involvement of the Department of Health and Human Services will be requested to target stakeholders who may not traditionally

be involved in transportation-related planning and decision-making, as the necessity for health related to pedestrians and bicyclist increasingly extends well beyond casual access and mobility.

Design Standards and Guidelines

Documentation of evolving federal and state regulations, design standards and guidelines. Exploration of innovative best practice regulations, design standards and guidelines, and recommendations for enhancement to those of North Carolina. Review and incorporation of North Carolina Complete Streets Implementation guidelines.

Implementation

Implementation strategies, specific courses of action and recommendations that NCDOT and others can carry out to achieve the vision, goals and strategies. A matrix of agencies and organizations recommended as principal and supporting participants for implementation and roles of each will be developed in consultation with them. Funding requirements to carry out plan implementation will also be addressed.

Project Prioritization

Documentation of NCDOT's transportation reform process and current bicycle and pedestrian project strategic prioritization criteria. Review of best practices from around the country for prioritization of bicycle/pedestrian projects, resulting recommendations on enhanced methods of project evaluation.

Funding

Review of funding strategies for the division's existing bicycle and pedestrian projects and program funding, as well as innovative strategies and recommendations for improvement. This will include a comprehensive summary of the funding sources available through traditional transportation sources, as well as foundation, corporate and other sources, and recommended methods for making this information available to governmental and other organizations, as well as the public. Exploration and inventory of other funding options through federal agencies, including the U.S. Department of Housing and Urban Development, the Environmental Protection Agency, and the Centers for Disease Control. Review and incorporate appropriate information from the Smart State Transportation Initiative's research regarding funding options for non-highway transportation.

Communication

The development of a communications approach to building awareness of the statewide plan goals, objectives, and recommendations. Strategies to build awareness of bicycle and pedestrian challenges and opportunities across the state, as well as the health, community, and environmental benefits of walking and biking. Communication strategies and channels will be identified to spread messages including media outlets (news articles, radio, television, web broadcast), websites, social media, blogs, printed collateral material, email lists, events and

surveys. Strategies will be developed to reach diverse groups and various stakeholders, including advocacy groups, cyclist groups, individuals with special transportation needs (including the handicapped, the elderly and those without vehicles), traditionally underserved populations, governmental staff and others.

Key Components of The Plan will include:

Safety Component

Identification of strategies to improve the safety of pedestrians and bicyclists, including programs, projects, and policies to improve accessibility and reduce pedestrian and bicycle injuries and fatalities. This will include a comprehensive approach to promote safe pedestrian and bicycle practices, educate drivers to share the road safely with other users, and provide safe facilities for pedestrians and bicyclists through a combination of policy, enforcement, communication, education, incentive, and engineering strategies. Coordinate with the Division of Motor Vehicles to incorporate bicycle and pedestrian safety into the driver's handbook and driver's test. Assist the Division in working with the Department of Public Instruction to advance its school curriculum safety program

Key programs and projects include: the Safe Routes to School program, which promotes safe walking and bicycling to school for students in kindergarten through eighth grade and improves safety through infrastructure and non-infrastructure projects and programs; campaigns to improve the safety of pedestrians and bicyclists by influencing the behaviors of all roadway users, through education and enforcement, at the local, regional or state level; and development and updating of pedestrian and bicycle crash datasets, crash typing, geocoding of crashes, crash data analysis, and reporting of crash statistics. Recommendations will be provided for coordination among agencies to improve safety, and for evaluation techniques to determine progress and success of pedestrian and bicycle safety-related programs.

Health Component

Synthesis of existing information that demonstrates how the plan can provide an environment that supports physical activity and, therefore, contributes to improved public health outcomes. Review of methods for quantitatively and qualitatively accounting for health impacts of transportation projects, including Health Impact Assessments (HIAs). Integration of health considerations into the statewide plan, as appropriate, and recommendations for the incorporation of health into overall project planning. Collaborate with the NC Department of Health and Human Services and Active Living by Design (a national program of the Robert Wood Johnson Foundation located in Chapel Hill) for information, analysis, recommendations, and other work to inform plan development.

Americans with Disabilities Act of 1991 (ADA) Component

Development of a strategy to increase compliance of pedestrian facilities in North Carolina with the requirements of the Americans with Disabilities Act of 1991, by educating governmental entities on ADA requirements for pedestrian facilities in the public right-of-way, and encouraging

jurisdictions to undertake self-evaluations and to develop plans to address how programs and infrastructure can and should be modified to meet the needs of those with mobility challenges. This will also include, researching “Best Practices”, revising existing standards, and developing new design standards for NC DOT facilities that will meet the requirements of ADA. This plan will develop methods for providing information to transportation design professionals and others on accessible pedestrian corridor design elements, temporary facilities and construction site safety.

Economic Development Component

In consultation and coordination with the NC Department of Commerce and other stakeholders, describe the connection between bicycle and pedestrian facilities to business and industry, including but not limited to worksite wellness, business recruitment and retention, accessibility, eco-tourism and place-based economic development, and land development/property values. Identify opportunities and methods to educate the public and decision-makers on the economic benefits of bicycle and pedestrian infrastructure.

Transit Interface Component

Review of the interrelationships between bike/pedestrian travel and transit. This will largely involve best practices, input from local transit agencies, and incorporation of findings and recommendations from the NCDOT's bike and pedestrian access to transit pilot study.

Conservation Component

Integration of Natural Heritage Program database and other conservation information, including state parks and national parks and forest information, into the plan update. This will involve coordination with the Natural Heritage Program to incorporate conservation considerations into plan recommendations and bike route development, as well as training on conservation planning tools that can be used by local, region and state planners.

State Bicycle Routes Component

In conjunction with The Plan is the review and update of the State's 3,000 mile bike route system primarily developed in the 1970s. The primary focus of this initiative will be on the refinement of a core system with connections to bicycle recreational facilities, as well as place-based economic development, while also examining opportunities to more utilitarian uses including other modes, work locations, state/national parks and other prime destinations throughout the State.

To assist in the refinement of the state bike route system, a bike route identification guide addressing the latest considerations in urban, suburban and rural bicycle facilities design will be established. The guide will be used to conduct short sessions around the State to train partners (regional planning organizations and bicycle advocates) on how to review / inventory the existing system and identify candidate improvements, as well as conservation tools that will ensure that the siting of these facilities is done in an environmentally sensitive manner.

The development of the bike route system will involve professional in-house and consulting staff reviewing the candidate routes and information gathered by our statewide partnerships. Further, prime locations where the suitability of a route segment may need to be improved will also be inventoried to ensure future allocation of resources to mitigate any safety, access or mobility concerns. The process may involve the identification of certain locations where operational or safety improvement projects, as well as access management techniques could be employed to enhance the performance and safety of the biking corridor. From this, the consultant will compile new strip maps for nine existing routes, waypoint and elevation change information, and detailed mapping for cyclists to use for trip planning and local governments to use for promoting businesses, tourism, and other bicycle-related activities. These maps will be viewable and printable through a web-based platform.

Web-Based Tool Component

Development of an interactive web-based tool will provide opportunities for the public and partners to provide input on route selection by personally mapping potential route alignments, identifying problem areas or providing general comments.

Signage and Wayfinding Component

An approach for signage inventory, replacement and funding shall be proposed. The state bike route system was fully signed at its inception; however, at present, numerous signs are missing or in disrepair. Further, refinements to the current route system will require a comprehensive resigning effort that shall also incorporate selected wayfinding signage. This component will involve the research and identification of best practices for developing a signage plan (bike route signage and wayfinding signage), conducting an inventory of existing signage, scheduling sign installation and replacement, and identifying potential funding opportunities

Timeframe

The Plan development will require a highly expedited process. A draft of all plan components and a preliminary recommendation for updated bike routes shall be completed by November 15, 2012. A presentation to NCDOT Multi-Modal Committee detailing the draft plan will be required by December 5, 2012. The plan shall be finalized by April 2013, and adopted by June 2013

Deliverables

At minimum, digital files of all mapping, correspondence and documentation acquired / created as part of plan development are required, including online web-based tool for managing statewide bike routes.

SUBMITTAL REQUIREMENTS

All RFP's are limited to thirty (30) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than thirty (30) pages will not be considered.

Questions may submitted electronically only, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. **Questions must be submitted to the contact below no later than 12:00 p.m. on March 26, 2012.** The last addendum will be issued no later than March 29, 2012.

SELECTION CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project. 30%
2. Adequate staff and proposed team for the project. 30%
3. Proposed approach for the project. 40%

SELECTION PROCESS

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals.

The Selection Committee will shortlist a minimum of 2 to 3 firms to be interviewed. Shortlisted firms will be notified by **April 19, 2012**. Interviews with the shortlisted firms will be held on **Tuesday May 1, 2012**. In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFP must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Division is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Plan.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish this project. Including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP

Chapter 5 - References

The consultant must provide a minimum of four references which the Division may contact regarding qualifications and past performance. All four must have had experience with projects for which members of the proposed study team have participated, including the designated project manager. The following must be included for each reference:

- A. Name of Organization and Contact
- B. Title of Contact
- C. Address (delivery and email)
- D. Telephone Numbers
- E. Title of Project and Date Completed
- F. Project Team Participants

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached at telephone number 919-707-7132 or by email at sblevins@ncdot.gov.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after a team is selected. All teams submitting RFPs should make sure that their rates and overheads are current and have been audited by the Department of Transportation.